

## **CODE ENFORCEMENT MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Code Enforcement Manager exists is to oversee the day-to-day administration of the code inspectors and to implement a citywide neighborhood revitalization effort in the Citizen and Neighborhood Resources Department. This classification does supervise. Work is performed under general direction by the Neighborhood Services and Preservation Director. The Code Enforcement Manager is distinguished from the Code Inspectors by developing and managing the activities of the entire work section.

### **ESSENTIAL FUNCTIONS**

Directs and participates in the development of the code enforcement work plan, assigns work activities, projects and programs, monitors work flow and balances workload among the code inspectors.

Selects, trains, motivates and evaluates staff, works with staff to correct deficiencies, and implements necessary disciplinary procedures.

Receives complaints and referrals pertaining to ordinance violations, assigns to appropriate staff and assists staff with investigating complex cases. Signs criminal complaints and testifies in court when required.

Supervises the record keeping of inspection and abatement actions, prepares cases for the City Attorney's Office and City Council including history, facts and photographs.

Develops and tracks performance measures; drafts new ordinances, ordinance modifications and policy statements.

Prepares and submits status reports to general manager and council on improvement/enhancement recommendations.

Responds to the media requests.

Coordinates inspections and dispositions of cases with other City departments and outside agencies. Prepares and presents ordinance violation cases before appropriate advisory and appeals board.

Communicates daily with individual citizens, community organizations, City Council members and staff interpreting, analyzing, and resolving difficult neighborhood issues.

Develops and implements programs to generate citizen involvement in property maintenance and neighborhood improvement efforts.

Conducts special projects as assigned.

Provides clarification and assistance to the general public and City departments on nuisance and zoning ordinances and investigates and resolves problems. Participates and advises liquor license and special events committees.

Prepares and makes presentations relating to the City's code enforcement program to the City Council and community groups. Makes quality oral and written presentations of administrative issues and makes recommendations

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

City zoning codes, ordinances, regulations and their procedures and purposes

Housing codes and administrative enforcement principals and practices

City geography

Microsoft Office software applications such as Word, Excel, PowerPoint.

Ability to:

Establish and maintain effective working relationships with City officials, co-workers, citizens, and business owners.

Foster and nurture community partnerships.

Operate a variety of standard office equipment, including a personal computer that requires continuous and repetitive arm, hand and eye movement.

Communicate effectively, both orally and in writing, using proper sentence construction, punctuation and grammar.

Work patiently and tactfully with a diverse customer environment

Read and interpret ordinances, observe conditions, determine compliance, enforce regulations firmly, tactfully, and impartially, communicate in person with the public and staff.

Maintain regular consistent attendance and punctuality.

Prepare and administer related budgets.

### **Education & Experience**

Requires a bachelor's degree in Planning, Public or Business Administration or a related field and four years of recent experience in neighborhood preservation and revitalization with a focus on zoning enforcement and code compliance. Recent experience managing and leading professional, technical, and clerical personnel. Recent experience working with and enforcement of city codes, ordinances, and regulations, with an emphasis on zoning and property maintenance, and their procedures and purposes and of City geography is required. Must obtain AACE Certification within one year from date of hire. Obtain and possess a valid Arizona's driver's license with no major citations within the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified